

July 6, 2015

The Michigan Office of Highway Safety Planning (OHSP) is requesting proposals from interested universities and not-for-profit agencies to conduct and report on the Direct Observation Survey for Safety Belt Use for fiscal year 2016. The proposal is detailed in Attachment A.

Submitted proposals will be evaluated by a Selection Committee comprised of representatives from OHSP. The proposals will be evaluated based upon how well the applicant understands the project, the methodology used for the project, management of the project, experience and qualifications, and cost. Detailed requirements for each of these criteria can be found in Attachment B.

**Once a proposal is selected, the applicant will be required to submit a grant through the on-line grant system. The grant will be administered by OHSP on a cost-reimbursement basis. All grant-related costs incurred in a particular quarter are first paid by the grantee, and then reimbursed by OHSP.**

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements". A copy of these requirements can be found in Attachment C.

Proposals should be concise, straightforward and prepared simply and economically. Elaborate presentations and promotional materials are neither necessary nor desired.

To be considered for this grant, you must submit one copy of your proposal to the following email addresses: KechkayloA@michigan.gov, FarnumK@michigan.gov, and KilvingtonC@michigan.gov by Tuesday, September 1, 2015.

If you have any questions, please contact Charlotte Kilvington at (517) 241-2582 by Tuesday, August 24, 2015. Answers will be posted on the OHSP website at [www.michigan.gov/ohsp](http://www.michigan.gov/ohsp).

Thank you in advance for your interest in the Direct Observation for Safety Belt Use project in Michigan.

Sincerely,

Michael L. Prince, Director  
Office of Highway Safety Planning